

FOR OFFICE USE ONLY	
OLD COPYRIGHT RC'D	
NEW COPYRIGHT RC'D	
COMPLETED	

SUBSTITUTION REQUEST FORM

Instructions for submitting a substitution:

- Fill out this form and send it with the materials you are requesting a substitution for in the same box at the same time to Vali Kremer, using the following guidelines:
 - If using the Post Office, mail to:**
 Alan Griffin
 Utah State Office of Education
 250 East 500 South
 PO Box 144200
 Salt Lake City, Utah 84114-4200
 - If using a shipping service, such as FedEx or UPS, etc., mail to:**
 Alan Griffin
 Utah State Office of Education
 250 East 500 South
 Salt Lake City, Utah 84111
- Substitutions will be completed ideally within two weeks of the date we receive this form and the materials together. However, there may be times when a high work load requires more time for completion.
- If you are requesting a substitution for a whole series, you must submit all grade levels.
- Please complete a copy of this form for each grade level.

Publisher Name:				
SERIES NAME:				
STUDENT EDITION TITLE:				
GRADE LEVEL:				
Old ISBN	Old Copyright	New ISBN	New Copyright	Type (Student Edition, Teacher Edition, Ancillary)

I, _____, understand that if the above substitution is approved, the old contract will be

 Official Signature
 void and removed from the Recommended Instructional Materials Searchable Database.

 Printed Name of Signee and position of authority.